

MiCRO

Guide for CURF Contact Officers

1. The Left Hand Navigator: Contact Officers

MiCRO is an online system that allows CURF Contact Officers to:

- manage ABS CURFs in their organisation
- keep track of all users currently approved for access to CURFs in their organisation
- deactivate CURF users when they leave the organisation.

The left navigator in MiCRO is divided into two parts. The top part of the navigator is common to all anyone registered to use MiCRO. The second part shows Contact Officer duties and is only visible to the Contact Officer and Secondary Contact Officers (if assigned). This part of the navigator allows the Contact Officer to manage CURF access for the organisation and authenticate user requests for CURF access prior to the application going to the ABS for approval.

Additional Contact Officer options in the left navigator:

Contact Officer Duties
View organisation CURFs
View organisation CURFS with people
Pending Applications for CURFs held by organisation
Pending Applications for CURFs not held by organisation
Users wishing to join organisation
Manage registered users
Manage Contact Officers
Update organisation details

2. Changing organisation details

As the Contact Officer you are responsible for ensuring that the contact details for your organisation are up to date. To alter any of the details about your organisation:

1. Click 'Update organisation details' on the left hand navigator
2. Update the required information then Click 'Update'

3. Adding and removing users

3.1 Adding new users to your organisation

When users join your organisation (either as new or existing MiCRO users), they are required to join your organisation. The Contact Officer of an organisation must verify that the user wishing to join their organisation does have a legitimate claim to do so. Contact Officers will need to verify that the user is either :

- employed by their organisation,
- affiliated to their organisation or
- a student studying at the organisation.

To endorse applications to join your organisation:

1. Click 'Users wishing to join organisation'
2. Click the 'Endorse Application' link next to the user you wish to allow to join your organisation

3.2 Rejecting requests to join an organisation

If you can not verify that they belong to your organisation, you can reject their application to join your organisation:

1. Click 'Users wishing to join organisation'
2. Click the 'Reject Application' link next to the user you wish to refuse access to your organisation

3.3 Deactivating a user from your organisation

When a user leaves your organisation and has not removed themselves, you can deactivate them:

1. Click 'Manage registered users'
2. Click the check box next to the user you wish to deactivate
3. Click the 'Deactivate Member' button

3.4 Reactivating a user who returns to your organisation

A user who has previously been deactivated can be reactivated by the Contact Officer:

1. Click 'Manage registered users'
2. Click the check box next to the user you wish to reactivate
3. Click the 'Reactivate Member' button

4. Submitting applications to the ABS

When a user submits an application to access a CURF, an email is sent to the organisation's Contact Officer, and a yellow Pending flag appears in the left navigator, next to either the 'Applications for CURFs held by organisation' or the 'Applications for CURFs not held by organisation' option. When you receive this email, the application will need to be endorsed in MiCRO. This will forward the application to the ABS for access approval. Note that for CURFs not held by your organisation, the application will require approval from the Deputy Statistician and, if approved, will incur a cost to access (see CURF prices for more information of the cost of CURF access). This process can take up to 4 weeks to be approved.

1. Click on either 'Applications for CURFs held by organisation' or 'Applications for CURFs not held by organisation'.
2. Select the check box next to the application you want to endorse or reject.
3. Click the 'Authenticate Application and Send to ABS' button to endorse an application or 'Reject Application' button to reject the application. If you chose to authenticate the application requested, the application will be sent to the ABS for approval.

5. Changing Contact Officers

If you are no longer required to be the Contact Officer or you will be away from your duties and wish another user to become the Contact Officer in your absence, you can assign the role to another user who is registered in MiCRO and is a member of your organisation.

1. Click 'Change Contact Officer'
2. Click the name of the person you wish to become the new Contact Officer
3. Click in the 'Make this person the primary contact officer' link
4. Click on the 'Confirm' button to confirm that you wish to change the Contact Officer role to the person specified.
5. Log out.

6. Secondary Contact Officers

One or more Secondary Contact Officers can be assigned in MiCRO to assist the Contact Officer in their role. The Secondary Contact Officers can see the additional left navigator options, and can also undertake all of the Contact Officer actions for endorsing and rejecting user applications. The Secondary Contact Officers also receive the emails sent to the Contact Officer. To assign a Secondary Contact Officer role:

1. Click 'Change Contact Officer'. The existing Secondary Contact Officers are indicated in the last column of the table of users.
2. Select the name of the person to be assigned the Secondary Contact Officer role.
3. Click on the link 'Make this person a secondary contact officer'.
4. Click on the 'Confirm' button to add the Secondary Contact Officer role to the person specified.